



FFIS Bulletin: 04-2

Date: March 9, 2004

To: FFIS Agencies

Subject: Foundation Financial Information System Table Modification Procedures

PURPOSE

This Bulletin supercedes FFIS Bulletin 02-7, Foundation Financial Information System Table Modification Procedures, dated July 11, 2002.

The purpose of this bulletin is to promulgate policy and procedures to control and document the modification of the Foundation Financial Information System (FFIS) tables. By establishing controls over the modification of FFIS tables, these procedures will help to ensure that only authorized modifications are implemented. A disciplined process for approving and documenting table modifications prior to their implementation is essential to ensure programs operate as intended. By using the FFIS Communication Table (COMT), Response Table (COMR), and Pre-Approval Vendor Request Table (PVND), and the Customer Service System, modifications will be documented so they may be traced from authorization to final implementation.

RESPONSIBILITIES

Table administration is a necessary and ongoing requirement to ensure that FFIS tables are properly configured in order to meet the operational needs of the agencies; record financial transactions; produce financial statements; and generate external reports. Specifically, table administration refers to the assignment of responsibility to *add*, *change*, or *delete* (modify) values or records on reference tables that impact the operation of FFIS. The responsibility for table administration is shared between the Associate Chief Financial Officer for Financial Systems (ACFO-FS), the Controller Operations Division (COD) FFIS Table Maintenance Group (TMG), and FFIS agencies.

DEFINITION

There are three distinct types of FFIS tables in each FFIS application image: Common Tables, Agency-Specific Tables, and Combination Tables.

An FFIS Common Table is defined as either a reference or data entry table that contains the same set of values regardless of the FFIS agency. The ACFO-FS and COD-TMG share responsibility for Common Table administration jointly in order to maintain consistency for all agencies. The ACFO-FS maintains the Common Tables that relate to the USDA general

ledger, internal and external reports, and annual close. Appendix 1, lists the FFIS Common Tables assigned to the ACFO-FS.

The COD-TMG maintains the Common and Combination Tables listed in Appendix 2 and Appendix 3. The FFIS agencies have read-only access to these tables to support document processing activities within their respective FFIS application images.

An FFIS Combination Table is defined as an agency-specific table that resides in the agency application, but is controlled by the COD-TMG. The COD-TMG has overall responsibility for *adding, changing, or deleting* values on these agency-specific tables. Appendix 3 indicates the agency-specific tables that the COD-TMG will monitor and control.

An FFIS Agency-Specific Table is defined as a table that is configured and maintained by each agency according to its operational needs. The agency Functional Administrator has overall responsibility for *adding, changing, or deleting* values on agency-specific tables, but may delegate that responsibility. FFIS agencies are responsible for establishing controls for modifying agency-specific tables. Appendix 4 indicates the agency-specific tables that each agency will monitor and control on their FFIS application images.

PROCESS

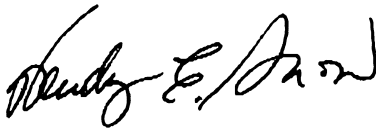
The Attachment outlines the FFIS table modification procedures and techniques.

INQUIRIES

Any questions concerning this bulletin should be directed to Jeffery Boudreaux at (202) 619-7635.

EFFECTIVE DATE

This bulletin is effective immediately.



Wendy E. Snow
Associate Chief Financial Officer for Financial Systems

Attachments

FFIS
BULLETIN

TABLE MODIFICATION PROCEDURES AND TECHNIQUES

1. COMMON AND COMBINATION TABLE MODIFICATION PROCEDURES

The process starts when an agency identifies a need to change a processing parameter in a common table. The need may be based on detailed analysis of agency business processes or policy changes dictated by the Office of Management and Budget (OMB), the Department of Treasury or other regulatory agencies. Agencies must then, if possible, determine the common table that requires the modification and submit their modification request in accordance with the procedures outlined below. The ACFO-FS and COD-TMG will determine the appropriate resolution for the proposed change and provide feedback to the requesting agency.

A. Communication Table (COMT) and Response Table (COMR)

The Communication Table (COMT) and Response Table (COMR) allow an agency user to enter a modification request from any on-line terminal on the FFIS system. These tables will be used as a primary means of communication between the COD-TMG and the agency. These tables allow agencies to define the nature of the modification or problem; provide a means for the COD-TMG to record its assignment to a specific individual; and record the problem resolution.

B. FFIS Pre-Approval Vendor Request (PVND) Table

The primary means for requesting FFIS Vendor Table (VEND) updates is the FFIS Pre-Approval Vendor Request Table (PVND).

C. Customer Service System

A Customer Service Ticket must be submitted via the Customer Service System for changes or additions to tables under the control of the ACFO-FS.

D. Procedures for Agencies to Request Table Modifications

This section describes the actions required of agency Functional Administrators to request table modifications.

1. Submit Request

COMT or PVND will be used to communicate modification requests for tables under the control of the COD-TMG, or a customer service ticket will be used for modification requests for tables under control of the ACFO-FS.

- a. The agency Functional Administrator, or a designated representative, must complete the COMT with the following fields:

REQUEST TYPE. Enter "R" to submit the request to the COD-TMG.

APPLICATION ID. System populated. No entry required. This field identifies the requesting agency. (i.e., FF08 for Risk Management Agency, FF11 for Forest Service, etc.)

SEQ #. System populated. No entry required. This field identifies a six-digit sequential number that will serve to track the modification request.

REQUESTER. System populated. No entry required. Identifies the FFIS user ID of the person submitting the request.

REQUEST DATE. System populated. No entry required.

COMMUNICATION TEXT. Identify the table that requires modification. Describe the nature of the problem, its impact to agency processing (vendor, general ledger, or reporting tables), and proposed modification.

b. FFIS Vendor Table (VEND) Updates

The primary means for requesting VEND table updates is the FFIS PVND table. The PVND table may be updated through the Integrated Acquisition System (IAS) or online directly in the FFIS through the Agency Application. The following outlines the general rules for requesting new vendors or requesting modifications to existing FFIS vendors.

- (1) IAS-initiated vendor requests to add new vendor codes to the FFIS VEND table will be requested through the IAS-FFIS real-time interface, subsequently updating the FFIS PVND table. IAS-initiated vendor requests to modify an existing VEND table record will require the IAS Vendor Coordinator to make the change request directly in FFIS. A request to change an existing FFIS vendor must be submitted online by entering the request on the PVND table.
- (2) The FFIS COMT table will be used by agency Vendor Coordinators to enter vendor requests for foreign and standard vendors. The new PVND table will be used by the Vendor Coordinator to enter other requests not entered on the COMT table (i.e., commercial vendors).
- (3) The online vendor request table will be available to all appropriate agency users; it will not be limited to IAS-initiated procurement requests.
- (4) The Vendor Approval Table (AVND) will allow the COD Vendor Administrators to review and process each vendor request. The COD Vendor Administration Group will only access the AVND screen table through the common application. The Vendor Administrator can choose to accept, reject, or hold the request. The data on the AVND table will update the VEND table automatically if the Vendor Administrator accepts the vendor request and it passes all of the edits.
- (5) The Vendor Result Inquiry Table (RVND) is a common inquiry table accessible through all applications by agency Vendor Coordinators and

departmental Vendor Administrators. This table will display all accepted and rejected vendor requests processed by the Vendor Administrator Group.

- (6) The Business Partner Network (BPN)/ Central Contractor Registration (CCR) is a government wide central repository for contractor information. Vendors receiving payments against purchase orders or contracts subject to the Federal Acquisition Regulations (FAR) must be registered in BPN/CCR to be eligible for government awards and payment by the agencies. Prior to requesting a new vendor code in FFIS, agency Vendor Coordinators will verify that the vendor exists on the BPN/CCR database. An agency Vendor Coordinator should only request a new vendor code in FFIS for those vendors receiving payments related to purchase orders or contracts if the vendor exists in the BPN/CCR database. Please see *Appendix 5*, USDA Memo, dated February 19, 2004 for guidance on this new vendor requirement.

- c. When submitting the Customer Service Ticket, include in the Summary field of the ticket "Request for ACFO-FS Common Table Modification"; and provide the necessary details. In addition, under the Incident/Call Type field, select "Posting Model." The ACFO-FS Customer Service coordinator will then forward the request to the Analysis and Requirements Division for disposition.

2. Submit adequate documentation to justify table modifications

Agencies may be required, at the discretion of the ACFO-FS or the COD-TMG, to provide additional documentation and justification for requested table modifications. This documentation may include table print screens, results of detailed analyses, or copies of policy changes dictated by the Office of Management and Budget, the Department of Treasury or other regulatory agency.

E. Procedures for the ACFO-FS and the COD-TMG

1. Monitoring

- a. The ACFO-FS and the COD-TMG will monitor the common and combination tables to insure that the tables are current, and in accordance with the Financial Management Service's United States Government Standard General Ledger (USSGL) and other official guidelines and standards. The COD-TMG and ACFO-FS will document all table modifications with supporting documentation in official system files for audit and tracking purposes. To ensure that all table modification requests have been identified and processed in a timely manner, COD-TMG will generate a report of all items on COMT and COMR tables on a quarterly basis. This report will be used as the central table modification log to be maintained in COD-TMG files. This report will be attached to all supporting documentation to ensure that the Department maintains appropriate audit trails of table modifications.
- b. The COD-TMG will review the COMT or AVND table on a daily basis to ensure that all table modification requests are reviewed and resolved in a timely manner. The initial response should be received within a maximum of five working days

of the table modification request. The final resolution may require additional time to completely review all analysis and supporting documentation for the table modification. This process will ensure that all table modification requests are reviewed and resolved in a timely manner to minimize processing errors and communicate table modifications to all affected users.

2. Manual Modifications

This section describes the actions required of the ACFO-FS or the COD-TMG to implement table modification procedures. FFIS Common or Combination Table changes may be accomplished manually or through an automated method, depending upon the volume of table changes. The ACFO-FS and COD-TMG will make this determination on a case-by-case basis. For manual modifications, ACFO-FS and COD-TMG will perform the following actions:

- a. Print the screen of the table prior to entering the change(s).
- b. Enter the needed table change(s).
- c. Print the screen after the change(s) along with the USDA FFIS COMT and COMR print screens, or the Customer Service ticket. This documentation will be used for audit purposes. The documentation must note the person and date inputting the change(s) and the person verifying the change(s).
- d. Review the changes to ensure if additional changes are necessary and re-verify the changes executed.
- e. Notify the requestor that the change(s) have been made and implementation date;
- f. File the documentation in a central documentation file for audit purposes.
- g. Respond in COMR, RVND or via the Customer Service System to the agency that the table modification(s) have been completed.

3. Automated Modifications

Automated modifications require a file be uploaded or downloaded to effect significant table modifications. Typically, but not necessarily, these types of changes result from detailed analysis or policy changes dictated by the Office of Management and Budget or the Department of Treasury. Copies of the analyses, if applicable, should also be attached in order to document the rationale for each modification made to the FFIS common tables. For automated modifications, ACFO-FS and COD-TMG will perform the following actions:

- a. Enter the needed table changes in the appropriate software, i.e., Excel or Access.
- b. Verify the changes to ensure changes are executed in accordance with request.
- c. Upload the file with edits on.
- d. ACFO-FS Technical Staff will execute the upload file into the appropriate table.

- e. Review the table to ensure the modification was executed in accordance with the request.
- f. Review the statistics report of the Database Utility Job to determine the result of the modification to the table. Attach the COMT and COMR print screens to the statistics report, if applicable. Annotate the statistics report with the date and initials of the person completing the table upload as well as the person verifying the table change.
- g. Notify the requestor via Customer Service System, COMR, or RVND that the change(s) have been made and implementation date.
- h. File the original documentation with the file attached in a Central Documentation file at the ACFO-FS or COD-TMG.

2. AGENCY SPECIFIC TABLE MODIFICATION PROCEDURES

The Functional Administrator is responsible for ensuring that the agency FFIS application supports the agency's operational needs and produces reliable data, and that the operations are carried out in accordance with applicable laws, regulations, and department policies. Therefore, each FFIS agency must implement procedures for identifying and documenting modifications to agency-specific tables. The Functional Administrator must authorize all agency-specific table modifications in the agency application.

Each agency must maintain appropriate audit trails that record agency-specific table modifications. The MTI Log report provides a sufficient audit trail to document table modifications.

A. Special instructions when updating the ARAT Reference Table

The ARAT table is an agency table and a common table; therefore, this table must be updated in both applications. Any additions or changes to this table in the agency application must be communicated to COD-TMG, so that the table in the common application is updated as well.

B. Special instructions for making record changes in the Accounting Cross Walk Reference Table (ACXT)

When making changes to records in the ACXT table, perform the change using the delete and add function.

1. Delete the record by entering a "D" in the command line.
2. Press the Enter key.
3. Enter an "A" in the command line of the deleted record.
4. Make the change to the record.
5. Press the Enter key to add the record.

3. FISCAL YEAR SPECIAL PROCESSING

The COD-TMG, in conjunction with the Functional Administrator, executes the ACNY processing job in the agency's application two times per year. This processing job copies reference table records from one fiscal year to another fiscal year. (For a further description of the ACNY processing job, please refer to the *Annual Close Guide*, *Functional Administrator Handbook*, or *FFIS Processing Job User's Manual*.) It is the agency's responsibility to verify that the applicable tables in the agency applications have rolled properly from one fiscal year to the next.

Appendix 1, Common Tables – ACFO-FS

Table ID	Table Name	FFIS Subsystem
ACED	Accounting Entries Definition Table	General Ledger
ACEN	Accounting Entries Table	General Ledger
ACEV	Accounting Events Type Table	General Ledger
COMN	FFIS Communication Number Table	None-Global
COMR	FFIS Communication Response Table	None-Global
DETT	Distribution Effective Transaction Type Definition Table	Management Code
ETAB	Error Table	System Control
FCAT	Fund Category Table	General Systems
FTYP	Fund Type Table	General Systems
GCLS	General Ledger Class Table	General Ledger
GGRP	General Ledger Group Table	General Ledger
GLAC	General Ledger Account Table	General Ledger
GLPT	General Ledger Post Type	General Ledger
GLTT	General Ledger Effective Transaction Type Table	General Ledger
GLXT	General Ledger Interactive Description System Code Crosswalk Table	Interfaces
RCLD	Report Extract Cell Definition Table	External Reporting
RCLX	Report Extract Cell Cross Reference Table	External Reporting
RCOL	Report Column Definition Table	External Reporting
RLIN	Report Line Definition Table	External Reporting
RSEC	Report Section Definition Table	External Reporting
SCDO	Section I Column Override Table	Interface
SCDT	Section I Column Determination Reference Table	Interface
SGLT	SGL Account Table	General Ledger
SJDF	Subsidiary Journal Definition Table	General Systems
SLDT	Section II Line Determination Table	Interface
TVAE	Travel Voucher Conditional Accounting Entries Table	Travel
UAIT	Unique Asset Identifier Table	General Ledger
YACT	Year End Account Table	Annual Close
YOPT	Year End Options Table	Annual Close

Appendix 2, Common Tables – Controller Operations Division (COD-TMG)

Table ID	Table Name	FFIS Subsystem
ABXT	ABCO Cross-Reference Table	Interfaces
AGCY	Agency Table	General Systems
APCT	Accounting Period Cutoff Table	Custom
ARAT	ARAT Reference Table	Accounts Receivable
ARDT	Account Referral Destination Table	Accounts Receivable
AVND	Vendor Approval Table	General Systems
BDFT	Budget Options Table	Budget Execution
CAUS	Cause of Overpayment Table	Accounts Receivable
CLDT	Calendar Date Table	General Systems
COMM	Commodity Table	Purchasing
COMR	FFIS Communication Response Table	None-Global
COND	Condition Table	Purchasing
CSCD	Cell Definition Table	FACTS II
CSGP	Report Group Table	FACTS II
CSRD	Report Definition Table	FACTS II
CSRS	Report Selection Table	FACTS II
CSSL	Report Selection List Table	FACTS II
CSXD	External Data Definition Table	FACTS II
CSR1	Attributes Requirements Table	FACTS I
CSR2	Attributes Requirements Table	FACTS II
CSID	Contact Information Table	FACTS II
CTYC	Customer Type Category Table	Accounts Payable
CTYP	Customer Type Reference Table	Accounts Payable
DLRC	Discount Lost Reason Code Table	Accounts Payable
DPTX	Default Payment Text	Accounts Payable
ERRG	Error Guide Table	General Systems
FGXT	FFIS TO GOALS Cross Reference Table	Interfaces
IRCT	Interest Reason Code	General Systems
IRSC	IRS Category Table	Travel
MCUX	Management Code Updates Matrix Table	Interface
OCAT	Object Category Table	General Systems
OCLS	Object Class Table	General System
OSCT	Overdue Status Table	General Systems
PCAT	Program Category Table	General Systems
PJCA	Project Category Table	Project Cost Accounting
PPAY	Prompt Pay Table	General Systems
PRXT	PRCH to FFIS Vendor Cross Reference Table	Interfaces
RCAT	Revenue Category Table	General Systems
SOXT	Scap Overlay Cross-Reference Table	Interfaces
STCT	State Code Table	General Systems

Table ID	Table Name	FFIS Subsystem
TAXT	Tax Code Table	Travel
TDES	Travel Description Table	Travel
TDFT	Travel Default Values Table	Travel
TETM	Travel Expense Type Match Table	Travel
TIDT	Travel Interface Document Inquiry Table	Interfaces
TINT	TIN Number Cross Reference Inquiry Table	Interfaces
TLOC	Location Table	Travel
TMOD	Travel Mode Table	Travel
TPAT	PRCH Third Party Assignment Table	Interfaces
TPDC	Travel Per Diem Table	Travel
TPRP	Travel Purpose Table	Travel
TROL	Travel Role Table	Travel
TSAT	Transfer of Station Authorization Table	Travel
TSP2	Travel Special Options Table	Travel
TSPC	Travel Special Options	Travel
TTYP	Travel Type Table	Travel
TXRC	Travel Exception Reason Table	Travel
TYOP	Type of Overpayment	Accounts Receivable
UNIT	Unit of Measure	Purchasing
VCXT	Feeder to FFIS Vendor Cross-Reference Table	Interfaces
VEND	Vendor Table	General Systems
VNAM	Vendor Name Table	General Systems
VRPT	Vendor Reporting Table	General Systems
VTYP	Vendor Type Table	General Systems
WORC	Write-Off Reason Code	Accounts Receivable

Appendix 3, Combination Tables – Controller Operations Division (COD-TMG)

Table ID	Table Name	FFIS Subsystem
BOCT	Budget Object Code Table	General Systems
GTSM	Guest Treasury Symbol Table	External Reporting
MTPS	Master Treasury Symbol Prefix/Suffix Reference Table	External Reporting
TSYM	Treasury Symbol Table	External Reporting

Appendix 4, Agency Specific Tables

Table ID	Table Name	FFIS Subsystem
ACCT	Account Type Table	General Ledger
ACOT	Action Out Reference Table	Accounts Receivable
ACTE	Accountable Document Table	General Systems
ACTI	Accountable Document Table	General Systems
ACTO	ACT Transactions Options Table	CORE
ACXT	Accounting Crosswalk Tables	Interfaces
ADNT	Automatic Document Numbering Table	System Control
AFND	Allotment Options-Fund Reference Table	General Systems
AGSC	Additional Group Spending Control Table	Budget Execution
AIND	Alpha Indicator Reference Table	Management Code
ALLC	Allocation Group Control Table	Cost Allocation
ALLF	FTE Allotment Table	Budget Execution
ALLT	Allotment Table	Budget Execution
ALOC	Allocation Table	Budget Execution
ALOF	FTE Allocation Table	Budget Execution
ALOG	Approval Log Table	System Control
ALST	Allotment Status Table	Budget Execution
AOPT	Allotment Organization, Program Table	Budget Execution
APID	Application ID Table	System Control
APLT	Appropriation/Public Law Table	Budget Execution
APOF	FTE Apportionment Table	Budget Execution
APOR	Apportionment Table	Budget Execution
APPF	FTE Appropriation Table	Budget Execution
APPL	Debt Appeal Table	Accounts Receivable
APPR	Appropriation Table	Budget Execution
APRD	Accounting Period Reference Table	General Systems
APRV	Approval Table	System Control
ARAT	ARAT Reference Table	Accounting Receivable
ARCL	Accounts Receivable Case History Table	Accounts Receivable
AREF	Accounts Receivable Referral Table	Accounts Receivable
AREP	Accounts Receivable Referral Parameter Table	Accounts Receivable
ARHT	Receivable Header Table	Accounts Receivable
ARLT	Receivable Line Table	Accounts Receivable
AROP	Accounts Receivable Options Table	Accounts Receivable
ARTX	Accounts Receivable Text Table	Accounts Receivable
ARXT	Reverse Accounting Crosswalk Table	Interfaces
ASDT	Additional Spending Dimensions Reference Data Table	Budget Execution
ASGD	Group Data Element Spending Control Reference Data Table	Budget Execution
ATHT	Appropriation Transfers Header Table	Budget Execution
ATLT	Appropriation Transfers Line Table	Budget Execution

Table ID	Table Name	FFIS Subsystem
AUDT	Travel Audit Control Table	Travel
AVOT	Accounting Cross Reference Options Table	Interfaces
BASI	Blanket Agreement Summary Table	Purchasing
BASM	Blanket Agreement Table	Purchasing
BATX	Blanket Agreement Text Table	Purchasing
BAVC	Blanket Agreement Vendor/Commodity Table	Purchasing
BDFT	Budget Options Table	Budget Execution
BFND	Budget Fiscal Year Fund Reference Table	Management Code
BGRP	Budget Object Code Group Reference Table	General Systems
BIDD	Bidders Table	Purchasing
BOCG	Budget Object Code Grouping Table	General Systems
BOOV	Boot Definition-VSAM Table	CORE
BTXT	Budget Text Table	Budget Execution
BUYT	Buyers Table	Purchasing
CAAT	Cost Allocation Account Type Table	Cost Allocation
CADO	Cost Allocation Distribution Options Table	Cost Allocation
CADT	Customer Accounting Distribution Reference Table	Project Cost
CAGL	Cost Allocation General Ledger Table	Cost Allocation
CAHT	Customer Agreement Header Table	Project Cost
CALT	Customer Agreement Line Table	Project Cost
CAOT	Customer/Agreement/Object Table	Project Cost
CAPT	Customer/Agreement/Project Table	Project Cost
CARR	Carrier Reference Table	Purchasing
CBLK	Check Block Table	Automated Disbursements
CCHT	Cleared Customer Agreement Header Table	Accounts Receivable
CCIT	Cash Collection Input Table	Accounts Receivable
CCLT	Cleared Customer Agreement Line Table	Accounts Receivable
CCPT	Cleared Customer/Agreement/Project Table	Accounts Receivable
CFPJ	Cleared Budget Fiscal Year Project Table	Project Cost
CHGT	Charge Class Table	Project Cost
CHKH	Check Header Table	Automated Disbursements
CHKL	Check Detail Line Table	Automated Disbursements
CIPT	Cleared Installation-Wide Project Table	Project Cost
CLTX	Text Clause Table	General Systems
CMMT	Travel Advance Comment Table	Travel
COMT	FFIS Communication Table	None-Global
CPNT	Capital Project Number Table	Management Code
CPOH	Commodity Purchase Order Header Table	Purchasing
CPRJ	Cleared Project Table	Budget Execution
CRHT	Cash Receipt Header Table	Accounts Receivable
CRLT	Cash Receipt Line Table	Accounts Receivable
CSUP	Report Update Pending Table	FACTS II
CSUC	Report Update Completed Table	FACTS II
CSWD	Warehouse Reporting Detail Table	FACTS II

Table ID	Table Name	FFIS Subsystem
CSWM	Warehouse Reporting Mid-Level Table	FACTS II
CSWS	Warehouse Reporting Summary Table	FACTS II
CSXE	External Data Entry Table	FACTS II
CSAV	Attribute Values Table	FACTS I/II
CSFT	Footnote Table	FACTS I/II
CSF1	Report Table	FACTS I
CSF2	Report Table	FACTS II
CSUM	Check Summary Table	Automated Disbursements
CXLT	Check/EFT Cancellation Table	Automated Disbursements
DACT	Activity Code Table	General Systems
DATE	Date Table	Systems Control
DCTE	Document Tracking Table	General Systems
DCTI	Document Tracking Table	General Systems
DFXT	DFIS Fund Cross-Reference Table	Interfaces
DOPT	Disbursing Options Table	Automated Disbursements
DVAL	Default Values Table	General Systems
DVAS	Division Allotment Table	Budget Execution
DVDT	Default Values Determination Reference Table	Management Code
DVOT	Default Values Options Reference Table	General Systems
DVSN	Division Table	General Systems
DXRF	Document Cross Reference Table	General Systems
EFTH	EFT Header Table	Automated Disbursements
EFTL	EFT Line Table	Automated Disbursements
EQUP	Management Code Equipment Table	Management Code
ERPL	Replace EFT	Automated Disbursements
FALC	Fiscal Year Allocation Table	Budget Execution
FALT	Fiscal Year Allotment Table	Budget Execution
FAPP	Fiscal Year Appropriation Table	Budget Execution
FAPR	Fiscal Year Apportionment Table	Budget Execution
FATB	Facts Automated Trial Balance Table	External Reporting
FCLS	Fund Class Table	General Systems
FEPT	Front End Parameter Table	Budget Execution
FGRP	Fund Group Table	General Systems
FOBT	Freight On Board Table	Purchasing
FPCA	Budget Fiscal Year Project/Customer/Agreement Reference Table	Project Cost
FPCT	Fund Program Combination Table	Management Code
FPCX	Budget Fiscal Year Project/Customer Agreement Excess Table	Project Cost
FPRJ	Budget Fiscal Year Project Table	Project Cost
FSAL	Fiscal Year Suballocation Table	Budget Execution
FSAP	Fund Summary Group Appropriation Table	Budget Execution
FSAV	Fund Summary Group Available Balance Table	Budget Execution
FSGD	Fund Summary Group Detail General Ledger Table	General Systems
FSGL	Fund Summary Group General Ledger Balance Table	Budget Execution

Table ID	Table Name	FFIS Subsystem
FSPL	Fund Split Table	General Systems
FSUM	Fund Summary Group Definition Table	General Systems
FSYM	Fund Treasury Symbol Table	General Systems
FSYR	Fiscal Year Table	General Systems
FUN2	Fund Options Reference Table	General Systems
FUND	Fund Table	General Systems
GIDT	Generic Interface Document Cross-Reference Table	Interfaces
GLBL	General Ledger Balance Table	General Ledger
GLDB	General Ledger Detail Balance Table	General Ledger
GMSS	General Message Table	General Systems
GSCH	Generic Schedule Control Header Inquiry Table	Interfaces
GSCL	Generic Schedule Control Line Inquiry Table	Interfaces
GTRH	Government Transportation Request (GTR) Header Table	Travel
GTRT	GTR Ticket Table	Travel
IFHT	Imprest Fund Header Table	Accounts Payable
IFLT	Imprest Fund Line Table	Accounts Payable
INBT	Installment Billing and Payment Table	Accounts Payable
IRCT	Interest Reason Code Table	General System
IVCH	Invoice-Payment Voucher Check/EFT Cross Reference Table	Accounts Payable
IVLT	Internal Voucher Table	Accounts Payable
IWPT	Installation Wide Project Table	Project Cost
IWPX	Installation Wide Project Cross Reference Table	Project Cost
JCLT	JCL Table	CORE
JOPT	Job Options Table	Management Code
JVLT	Journal Voucher and Standard Journal Voucher Table	General Ledger
LEVL	Level Table	Budget Execution
LIMT	Limits Table	Budget Execution
LMDT	Limit Dimensions Table	Budget Execution
LSPC	Local Spending Control Table	Budget Execution
LTAB	Transaction Log Table Specifications Table	CORE
MCE2	Management Code Transaction Shadow Table	CORE
MCET	Management Code Transaction Extract Table	Management Code
MCPM	Management Code Parameter Table	Management Code
MJHT	Miscellaneous Job Code Header Table	CORE
MJLT	Miscellaneous Job Code Line Table	CORE
MJOB	Miscellaneous Job Code Table	Management Code
MJXX	Management Code Virtual Load Table	Management Code
MOPT	Management Code Options Table	Management Code
MSGL	Monthly Summary General Ledger Balance Table	General Ledger
OBDT	Outstanding Billing Documents Table	Accounts Receivable
OBLC	Purchase Order Commodity Line Table	Purchasing
OBLH	Orders Header Table	Purchasing

Table ID	Table Name	FFIS Subsystem
OBLI	Purchase Order Accounting Line Table	Purchasing
OBRV	Object Revenue Class Table	Cost Allocation
ODPO	On Demand Purchase Order Print Table	Purchasing
ODPP	Preliminary On Demand Purchase Order Print Table	Purchasing
ODRQ	On Demand Requisition Print Table	Purchasing
OGRP	Object Group Table	General Systems
OLOG	Override Log Table	System Control
ORAS	Organization Allotment Submission Table	Budget Execution
ORGN	Organization Table	General Systems
OTYP	Object Type Table	General Systems
PACC	Cost Allocation - Pool Accumulation Table	Cost Allocation
PAPP	Pending Appropriation Table	Budget Execution
PBDF	Pool Base Definition Table	Cost Allocation
PBFR	Pool Base Forward Reference Step Table	Cost Allocation
PCLS	Program Class Table	General Systems
PCUS	Project/Customer/Agreement Table	Project Cost
PDES	Project Description Table	Project Cost
PFND	Project Options Fund Table	Project Cost
PGMT	Program Table	General Systems
PGRP	Program Group Table	General Systems
PJCL	Project Class Table	Project Cost
PJGR	Project Group Table	Project Cost
PJOB	Prestructured Job Code Table	Management Code
PJSJ	Management Code PJSJ Table	CORE
PJTY	Project Type Table	Project Cost
POBH	Obligation Plan Header Table	Planning
POBL	Obligation Plan Line Table	Planning
POBT	Purchase Order Build Table	Purchasing
POPR	Purchase Order Preparation Table	Purchasing
POTH	Outlay Plan Header Table	Planning
POTL	Outlay Plan Detail Table	Planning
PPDT	Prompt Pay Detail Table	Automated Disbursements
PPS2	Prompt Pay Summary Screen 2 Table	Automated Disbursements
PPS3	Prompt Pay Summary Screen 3 Table	Automated Disbursements
PPST	Prompt Pay Summary Table	Automated Disbursements
PRJO	Project Options Table	Project Cost
PROH	Printing Order Header Table	Purchasing
PROJ	Project Table	Project Cost
PSDP	Project Spending by Period Cross Reference Table	Project Cost
PSDX	Project Spending Cross Reference Table	Project Cost
PSTA	Project Status Table	Project Cost
PTEX	Purchasing Text Table	Purchasing
PTYP	Program Type Table	General Systems

Table ID	Table Name	FFIS Subsystem
PVCH	Payment Voucher Holdback Table	Accounts Payable
PVHT	Payment Voucher Header Table	Accounts Payable
PVLT	Payment Voucher Line Table	Accounts Payable
PVND	Pre-approval Vendor Request Table	General Systems
RATE	Rate Table	Accounts Receivable
RCHT	Receiver Header Table	Purchasing
RCLA	Receiver Line Table	Purchasing
RCLS	Revenue Class Table	General Systems
RCLT	Receiver Commodity Line Table	Purchasing
RDEF	Report Definition Table	External Reporting
RECR	Recurring Cash Receipt Table	Accounts Receivable
REJV	Recurring Journal Voucher and Standard Voucher Table	General Ledger
REMO	Recurring Miscellaneous Order Table	Purchasing
REPL	Checks Awaiting Replacement Table	Automated Disbursements
REPV	Recurring Payment Voucher Table	Accounts Payable
REQB	Requisition Buyer Table	Purchasing
REQC	Requisition Commodity Line Table	Purchasing
REQH	Requisition Header Table	Purchasing
REQL	Requisition Accounting Line Table	Purchasing
RESP	Responsibility Code Reference Table	Document Tracking
REVB	Revenue Budget Table	Budget Execution
RGRP	Revenue Group Table	General System
RLIT	Report Literals Table	General Systems
RPDC	Rejected Payroll Document Correction Data Entry Table	Payroll
RPEX	Report Extract Table	External Reporting
RPGH	Reprogramming Header Table	CORE
RPGL	Reprogramming Line Table	CORE
RPTG	Reporting Category Table	General Systems
RQST	Requisition Status Table	Purchasing
RSCD	Reason Code Table	General Systems
RSRC	Revenue Source Table	General Systems
RSTA	Requisition Status Code Table	Purchasing
RUNP	Run Parameters Table	General Systems
RVJV	Self-Reversing Journal Voucher Table	General Ledger
RVND	Vendor Results Inquiry Table	General Systems
RXTX	Requisition Text Table	Purchasing
SAFR	Suballotment Forward Reference Table	Budget Execution
SAIF	FTE Suballotment	Budget Execution
SAIN	Suballotment Table	Budget Execution
SALC	Suballocation Table	Budget Execution
SALF	FTE Suballocation Table	Budget Execution
SAOF	FTE Suballotment Options Table	Budget Execution
SAOP	Suballotments Options Table	Budget Execution

Table ID	Table Name	FFIS Subsystem
SASP	Suballotment Spending Control Table	Budget Execution
SAST	Suballotment Structure Table	Budget Execution
SCHD	Schedule Number Table	Automated Disbursements
SEC1	SEC1 Table	System Control
SEC2	SEC2 Table	System Control
SFB2	SF-133 Budgetary Resources Table	External Reports
SFB3	SF-133 Status of Budgetary Resources Table	External Reports
SFB4	SF-133 Relation of Obligation to Outlays and Accrued Expenditure Table	External Reports
SFBH	SF-133 Adjustment Amounts Table	External Reports
SHIP	Shipping Address Table	Purchasing
SJOB	Structured Job Code Table	Management Code
SLOG	Security Violations Log Table	Systems Control
SLRP	Out-House ABCO Conversion Type Selection Table	None
SOBJ	Subobject Table	General Systems
SOPT	System Control Options Table	General Systems
SORG	Suborganization Table	General Systems
SPDT	Spending Control Document Summary Table	Budget Execution
SPDX	Spending Document Cross Reference Table	Budget Execution
SPRJ	Subproject Table	General Systems
SRCE	Source Data Table	Accounts Receivable
SREV	Subrevenue Source Code Table	General Systems
STAB	Security Table	Security
STDS	Standard Specification Table	Purchasing
STID	Secure Table Identification Screen Table	General Systems
SUS2	Document Suspense Index 2 Table	General Systems
SUSF	Document Suspense Index 1 Table	General Systems
TADV	Travel Advance Table	Travel
TAHT	Travel Advance Header Line Table	Travel
TALT	Travel Advance Line Table	Travel
TBHT	Transportation Billing Header Table	Travel
TBLT	Transportation Billing Line Table	Travel
TCAT	Transaction Category Reference Table	General Systems
TCKD	Ticket Documentation Line Table	Travel
TCKT	Ticket Table	Travel
TFDL	Federal Reserve Payment Line Table	Accounts Payable
TFED	Federal Reserve Payment Table	Accounts Payable
TKTR	Ticket Transfer Transaction Table	Travel
TNHT	Transportation Invoice Header Table	Travel
TNLT	Transportation Invoice Line Table	Travel
TOFM	To/From Code Table	General Systems
TOHT	Travel Order Header Table	Travel
TOLT	Travel Order Line Table	Travel
TOTX	Travel Order Text Table	Travel
TPLT	Travel-Related Voucher Line Table	Travel

Table ID	Table Name	FFIS Subsystem
TROH	Training Order Header Table	Purchasing
TSCE	Treasury Schedule Control SF-1167 Table	Automated Disbursements
TSCH	Treasury Schedule Control Header Table	Automated Disbursements
TSCL	Treasury Schedule Control Line Table	Automated Disbursements
TSCR	Treasury Schedule Control Rejections Table	Automated Disbursements
TSUS	Travel Suspended Payment Table	Travel
TSYF	Treasury Fund Table	General Systems
TVAT	Travel Voucher Accounting Line Table	Travel
TVHT	Travel Voucher Header Table	Travel
TVST	Open Travel Voucher Statistics Line Table	Travel
TVTT	Open Travel Voucher Ticket Line Table	Travel
TXTP	Text Type Table	Purchasing
UAPL	Application ID Maintenance Table	System Control
UPVT	Unpaid Voucher Table	Accounts Payable
URQS	Requisition Status Update Table	Purchasing
USID	User ID Security Table	System Control
VCHK	Payment Voucher Line Check Number Cross Reference Table	Automated Disbursements
VCOM	Vendor Commodity Table	Purchasing
VCTE	Voucher Tracking Table	General Systems
VCTH	Voucher Tracking Header Table	Document Tracking
VCTI	Voucher Tracking Table	General Systems
VCTL	Voucher Tracking Line Table	Document Tracking
VIHT	Vendor Invoice Header Table	Purchasing
VILT	Vendor Invoice Line Table	Purchasing
VOID	Voided Checks Table	Automated Disbursements
VPYA	Vendor Period Calendar Year Disbursement Amount Table	Automated Disbursements
VRPT	Vendor Reporting Table	General System
VTXT	Voucher Text Table	Accounts Payable
VXDD	Payment Voucher Line Disbursement Cross Reference Table	Automated Disbursements
VXRF	Vendor Document Cross Reference Table	General Systems
WHER	Where Table	System Controls
WHOM	For Whom Table	Systems Control
WROT	Write Off Table	Accounts Receivable
WTAT	Withholding Tax Allowance Table	Travel



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

P.O. Box 60000
New Orleans
Louisiana 70160

Date: February 19, 2004

In reply refer to: COD

Subject: Changes in Vendor Table (VEND) Maintenance Requests

To: FFIS VEND Users

Effective February 9, 2004, to comply with the provisions of the Debt Collection Improvement Act (DCIA) of 1996 and the Central Contractor Registration (CCR) requirements, submitters of VEND Table maintenance requests to the Controller Operations Division (COD), Accounting Processing Branch (ACPRB) are responsible for providing accurate vendor electronic funds transfer (EFT) information (bank account, account type, and bank routing number) and a determination on whether the vendor must be registered in the CCR database (www.ccr.gov).

DCIA mandates the use of the EFT payment method for government disbursements. CCR is a government wide initiative to create a central database of vendors doing business with the Federal government.

CCR registration is required for most vendors. Specifically, vendors doing business with USDA under the terms of any of the following are required to register:

- Contract.
- Basic agreement.
- Basic ordering agreement.
- Blanket purchase agreement.

CCR registration is not required for:

- Vendors paid **solely** via the government purchase card.
- Vendors performing work under a classified contract if registration would compromise the information or national security.
- Vendors doing work under military contracts or for emergency operations.
- Foreign vendors doing work outside the United States.
- Vendors paid non-EFT for micro-purchases. (A micro-purchase is defined as the acquisition of supplies or services, the aggregate of which does not exceed \$2,500.)
- Employees and Non-Employee Travelers.

Requests submitted without the required EFT and CCR information will not be processed into VEND and will be returned to the requester. Vendors must be in VEND in order for disbursements to be made.

Note: Recipients of this document should further distribute the new requirements to appropriate personnel throughout their organizations.

Questions regarding this change should be directed to the COD, ACPRB, Table Maintenance Section at **504-426-5362**. Additional procurement policy information regarding CCR requirements can be obtained from the USDA Office of Procurement and Property Management (OPPM) at **202-720-8924**.

A handwritten signature in black ink, appearing to read 'Charles L. Wallace', written in a cursive style.

CHARLES L. WALLACE, Director
Controller Operations Division